



## State of New Jersey

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
DIVISION OF PUBLIC SAFETY AND OCCUPATIONAL SAFETY & HEALTH  
BUREAU OF BOILER AND PRESSURE VESSEL COMPLIANCE  
P.O. BOX 392  
TRENTON, NJ 08625-0392

### Stationary Engineer and/or Boiler Operator's License RENEWAL APPLICATION

This application must be completed in order to renew a Stationary Engineer and/or Boiler Operator's License previously issued by the Bureau of Boiler and Pressure Vessel Compliance (hereafter termed BB&PVC). According to N.J.A.C. 12:90-8.19(c), a license may be renewed within 60 days before it is subject to expire. In order for you to renew your Stationary Engineer and/or Boiler Operator's License, you must complete this application, attach your signed identification card, along with a money order or certified/cashiers check made payable to the "**Commissioner of LWD**" and return it to the above address with the appropriate renewal fee. For a license that is not expired, the one year renewal fee is \$20.00, the three year renewal fee is \$40.00, and the fee for a previously issued duplicate part time license is \$3.00 for one year. These fees apply only to a non-expired license holder. **Note: See General Information Section on back of this application for details regarding acceptable renewals, fees and other pertinent facts.** All of the information below must be provided in order for the BB&PVC to renew a license. This information is also used to maintain an accurate database of license holders in this State. Please note that if you are "unemployed" or "retired" you must indicate in the current employer field the word "**unemployed or retired**". All renewal applications must provide employer information regardless of whether or not the license holder is using the license at their current place of employment.

Signed  
Examining Board  
Bureau of Boiler and Pressure Vessel Compliance

(TYPE OF PRINT LEGIBLY IN INK, ALL INFORMATION MUST BE PROVIDED)

Please check the correct

box for your renewal:

☐ One Year Renewal - \$20.00    ☐ Three Year Renewal - \$40.00    ☐ Part-Time License Renewal - \$3.00

#### **Licensee Information:**

License Number: \_\_\_\_\_ Amount Enclosed: \_\_\_\_\_

Name: \_\_\_\_\_ Physical Street Address: \_\_\_\_\_  
(Clearly Print Name)

Mailing Address: \_\_\_\_\_  
(Must provide if it is different from the physical address above)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_

#### **Employer Information:**

Tax ID or EIN (9 -Digit Number): \_\_\_\_\_ (NOTE: See General Information Section on back of this application for a detailed explanation).

Current Employer: \_\_\_\_\_

Physical Street Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_

Signature of Licensee: \_\_\_\_\_ Date: \_\_\_\_\_

## **General Information for Licenses and Renewals:**

### **Expiration Date Formats:**

#### Old format used before July 2002

Y/M/DD = Year/Month/Date; Example: 5/2/25 is read as 2005/February/25.

#### Format used after July 2002 and that is used now

MM/DD/YYYY = Month/Date/Year; Example: 2/25/2005 is read as February 25, 2005.

**Renewal of License** – A license may be renewed 60 days prior to the date of its expiration, or upon receipt of a “Renewal Notification” provided by the BB&PVC, or by completion of this application.

**Issuing of Licenses** – When a license is obtained for the first time, it is only valid for a period of one year from the date it was issued. The license must be renewed within 60 days prior to the date of expiration in order to keep it active and to avoid a late fee and/or penalty. The license may be renewed for a one year period or a three year period, in accordance with N.J.A.C. 12:90-8.19(a).

**Acceptable Renewals** – Renewal of licenses is permitted provided all penalties lawfully imposed against the license have been paid. This includes outstanding penalties or judgments that have not been settled with the BB&PVC, and a license renewal is not expired by more than three years. (NOTE: If a license renewal is received and the renewal is three years or more overdue, the license is considered inactive, and will not be renewed. In accordance with the law, N.J.S.A. 34:7-3, the records of such a license may be destroyed). An application for renewal of a license expired more than three years shall be treated as an original application.

**Late Fee Renewals** – An application for the renewal of an expired license shall be approved provided that a late fee of \$30.00 is paid for a one year renewal, or a late fee of \$60.00 is paid for a three year renewal when the license renewal is late no more than four months past the expiration date. Late renewals that are more than four months overdue must pay a penalty imposed by the Examining Board of the BB&PVC and must contact the BB&PVC for the correct penalty fee amount to be paid to renew an expired license. (Renewals are only allowed up to three years).

**Change of Address** – In accordance with N.J.A.C. 12:90-8.2(j), every licensee is responsible for notifying the BB&PVC of any change in residence. When doing so, please provide your name, address, license number and social security number.

**Lost Renewal Fee** – The BB&PVC assumes no liability and is not responsible for any fee that is not received on time or that is lost while in transit.

**Duplicate Licenses for Part-time Employment** – In accordance with N.J.A.C. 12:90-8.15(g), duplicate licenses for part-time employment are issued or renewed at the discretion of the Commissioner and only when the BB&PVC Examining Board receives a written request for a duplicate license from the licensee, accompanied by a letter from the employer desiring to employ the licensee. When a part-time duplicate license is approved it shall specify the plant where it is to be used and will be supplied to the employer where the part-time licensed operator will be working and is not valid or transferable to any other facility. The fee for a duplicate license is \$3.00 for one year.

**Posting of License Certificates** – All ORIGINAL licenses shall be framed and properly posted adjacent to the equipment requiring the license, or in the engineer’s or in the plant office, whichever is suitable. A penalty of not less than \$500 for failure to post an ORIGINAL license may be imposed against the operator, supervisor and/or management in accordance with N.J.A.C. 12:90-8.17(c).

**Replacement of a License** – An altered, defaced or otherwise mutilated license certificate or identification card shall be replaced only after review by the BB&PVC. Photostats, photographs or reproduction of a license shall have no status and shall not be recognized. A fee of \$5.00 shall be imposed for a replacement license.

**Suspension or Revocation of license** – A licensed operator may have a license suspended or revoked by the Commissioner for incompetence, negligence, intoxication, or drug abuse while on duty, or for any other valid reason establishing that the licensee is unfit to hold a license. Any person performing the duties of a licensee with an expired license shall be subject to a minimum penalty of \$500.00 and a maximum penalty of \$5,000 per day. In addition, the supervisor and/or employer may be subject to a similar penalty. A licensee whose license is suspended or revoked has the right to request a hearing conducted by one or more members of the Examining Board in accordance with N.J.S.A. 34:7-3. Failure to appear for a hearing when requested shall cause the license to be suspended indefinitely. If a licensee disagrees with the decision of the Examining Board, he or she may appeal to the Commissioner pursuant to N.J.A.C. 12:90-9.

**TAX ID or EIN** – This number is the Employers Identification Number, also known as the Federal Tax Identification Number (FEIN). It is a nine-digit number that the IRS assigns to business entities and is used by the IRS to identify taxpayers that are required to file various business tax returns. (Note: EINs are used by employers, sole proprietors, corporations, partnerships, non-profit organizations, trusts and estates, government agencies, certain individuals and other business entities. It can also be obtained from the W-2 tax form.)